

ISEE 2015-16 Staff Data Guidance

Staff Funding Reports & Salary Based Apportionment

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ISEE 2015-16 Staff Data Guidance Update New for 2015-2016 School Year

Timelines for Data Submissions & Revisions:

- **Submissions reduced to six uploads**
- **Staff revisions limited to 2 time periods: December 14, 2015 & March 25, 2016.**
- **No year-end staff revisions for July 2016 payment.**

Data Elements:

- **Additional funding source fields available for Contract 2 & Contract 3**
- **Removed Teacher Attendance Files**
- **Updated HQT data fields, definitions and option codes**

Salary Based Apportionment:

- **New Category of Staffing**
- **Instructional/Pupil Service Staffing Percent: 8.5% for districts with student/teacher ratio greater than 1 more than the state average. (Use It or Lose It Provision – n/a for Charters)**

Career Ladder Mapping for instructional staff:

- **Mapping FY15 Index to FY16 Career Ladder Rung**
- **Education Allocations**
- **Calculating average instructional salary**
- **Staffing Reports:**
 - **Updated SBA, All Personnel & Employment Placement Reports**
 - **New – Career Ladder Placement & Mapping**
 - **New - Instructional FTE & Salary Report, Parts I & II (for career ladder)**
 - **New – ISEE Form 8 (manual form)**



Staff Reporting & Requirements

General information

ISEE is a comprehensive data submission consisting of eleven files. Each file consists of data elements pertaining to students, staff, courses and locations. For the purpose of this presentation only two files are covered; Staff Demographic & Employment and Staff Assignments, the files which are used for calculating the staff funding for salary based apportionment and benefits apportionment (**I.C.33-1004D**).

NEW for 2015-2016: Monthly data submissions are reduced to six (6) uploads during the year. Refer to SDE ISEE data submission schedule for specific timelines (<http://www.sde.idaho.gov/site/isee/>).

Last Friday in September - District/Charter submits staff demographic and staff assignment data as of the last Friday in September (September 25, 2015) – a "snapshot" in time.

October 15th –All staff and assignment data must be uploaded using the SRM tool. Must include all files with new data elements. Must be free of errors and must be validated. No other method will be accepted (I.C. 33-1004D).

Monday, December 14, 2015 – Last day to submit staffing corrections for the February 15, 2016 payment.

Corrections submitted *after* December 14, 2015 will be considered for the May 15, 2016 payment only if approved by Public School Finance (PSF). For approval, the following requirements must be met:

- A letter of special circumstance must be sent to PSF.
- The letter must be signed by the district superintendent or charter school administrator.
- The letter must contain an explanation of the special circumstance(s) causing the revision(s).
- Each change to a data element must be identified.
- Supporting documentation may be requested.

Corrected files submitted without the approval of PSF will not be processed. The last day to submit mid-term revised data is March 25, 2016.

New: *Revisions submitted after March 25, 2016 will be processed in the following fiscal year. There will be no year-end revisions in July.*

Annual Staff Statistical Data (staff salaries and staff activities) shall be published on January 1 each year (I.C.33-133). All data submissions must accurately reflect correct information with regards to classes, teachers, and teacher roles.



Flowchart – ISEE Data Submissions & Deadlines

Flowchart - 2015-16 ISEE Data Submission

| ISEE Name | Collection Period | Deadline: Midnight on |
|---|---|--------------------------|
| ISEE Alt Summer School August Manifest | Approved Alternative Summer School (6/01/2015 to 9/11/2015) | 9/18/2015 |
| ISEE Oct 2015 | 7/01/2015 to 10/02/2015 | 10/15/2015 |
| ISEE Nov 2015 | 10/03/2015 to 11/06/2015 | 11/20/2015 |
| Last day to submit mid-term changes for February 15, 2016 payment. | | Monday 12/14/2015 |
| Note: Staff and student statistical data are published on January 1 each year using mid-term data. Subsequent revisions are not reflected in the reports. | | |

Archived Mid-Term Uploads

Monday December 14, 2015 - Last day to submit revisions for February 15 payment, no exceptions.

February 15, 2016 Foundation Reports

1. All Personnel Report
2. Employment Placement Report (code 10) (Admin & Pupil Services)
3. Instructional Staff FTE Salary Report (code 10)
4. Salary and Benefits Apportionment Report

Adjustments to
Mid-Term Data?

Yes

No

Approval Required

Superintendent or Charter School Administrator must send a letter of special circumstance identifying all revisions. Supporting documentation may be requested. Last day to submit final revised mid-term data is March 25, 2016.*

If approved, adjustment reflected in May 15 payment.

Process Completed

**Revisions submitted after March 25, 2016 will be processed in the following fiscal year.*



Website: www.sde.idaho.gov

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

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STATE DEPARTMENT OF EDUCATION

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Frequently Asked Questions
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Required Data Collection Elements
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ISEE Data Submission Schedule
[Click Here](#)

Admin Tool Training Manual
[PDF File](#)

ISEE Action Plan/Playbook
[PDF File](#)

Required Data Collection Elements 2015-2016:

- ID Unit Record Collection – Items & Option Sets
- 2015-2016 ISEE Manuals
- 2015-2016 Assignment Credential Manual
- ISEE 2015-2016 Summer School Data Guidance
- ISEE 2015-2016 Staff Data Guidance Manual



Staff Reporting & Requirements

Employees Whom ISEE Information is Required

Public School Districts/Charters must report **all positions employed on a regular basis.**
(Failure to submit accurate ISEE data may impact accreditation and/or state funding.)

Information must be updated each school year to reflect the activities of the district/charter for:

- Returning Employees
- New Employees
- **Employees terminated after July 1** (for those employees not terminated in the prior year and who are not returning to the district or charter school with a current year contract).

Update records: years of experience (if applicable), employment status, termination date, and termination reason. ***Caution: conflicting demographic data records may impact funding and interfere with the teacher's Career Ladder placement.***

Employees Whom ISEE Information is Not Required

- Persons employed during emergencies.
- Irregular help (i.e., short term substitutes), volunteers and student food service employees.



2015-2016 Salary Based Apportionment (SBA)

Salary Based Apportionment Formula Factors:

1. **Support Units** - Foundation of how schools are funded - referred to as “classroom units” based on average daily attendance (ADA) through the first Friday in November (mid-term support units).
2. **Staff Allowance Ratios** - Ratios for each of the four staff categories. **Staff Ratios** establish the number of staff positions to be funded by each support unit (I.C. 33-1004).

For every one support unit, the state funds to the district/charter:

.075 Administrative Staff (certificated)

Examples: Superintendent, Charter Administrator, Principal, Curriculum Director, Special Education Director, etc. **(assignment code series 40000)**

.079 Pupil Services Staff (certificated)

Examples: Librarian, Counselor, School Nurse, School Psychologist, Teacher Support, **(assignment code series 31000, 32000 & 33000)**

1.021 Instructional Staff (certificated)

Teachers **(assignment code series 00001 – 29000, 50000-72999)**

.375 Classified Staff (non-certificated)

Examples: Business Managers, Instructional Aids, Office Support, Custodial Care, Tech Support, etc. **(assignment code series 90000)**



2015-2016 Salary Based Apportionment (SBA)

Salary Based Apportionment Formula Factors (continued):

3. FY 2016 Base Salaries (I.C. 33-1004E) Reviewed and set by the legislature each year.

a) Administrative **\$33,116**

b) Pupil Services **\$24,055**

c) Classified staff **\$19,826**

Minimum Pupil Services Salary: \$32,703

4. Experience/Education Index - Multiplier table for certificated Administrative & Pupil Service staff.

5. Instructional Staff Average Salary : I.C. 33104E (1) To determine the apportionment for instructional staff, take the amounts indicated on the career ladder table plus the amounts associated with the additional education allocation amounts pursuant to section 33-1004B, Idaho Code, and calculate the weighted average.

Minimum salary: \$32,700 (the minimum dollar amount on the career ladder residency compensation rung).



Salary Based Apportionment Templates – District & Charter

2015-2016 Public School Finance / Budget Forms & Information

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IDAHO
STATE DEPARTMENT OF EDUCATION

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[Finance Homepage](#)

[Fall Enrollments](#)

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[Forms](#)

- [2015-2016 Budget Forms and Information](#)
- [2014-2015 Budget Forms and Information](#)
- [2013-2014 Budget Forms and Information](#)
- [2012-2013 Budget Forms and Information](#)

[ISEE Information](#)

[Tax Levy Data](#)

[Statistics](#)

[Staffing](#)

[Student Ethnicity](#)

2015-2016 Budget Forms and Information

Units

- [Charter Support Unit Calculation Template - Revised 5/21/15](#)
- [District Support Unit Calculation Template - Revised 5/21/15](#)
- [Unit Table](#)

Budget Forms

- [Cover](#)
- [Certification Page](#)
- [2016 Estimating State M & O Revenue](#)
- [SDE Summary - All Funds](#)
- [Publication Four Year Summary](#)
- [2016 Expenditures](#)
- [2016 Revenues](#)
- [IFARMS Revenue Codes](#)
- [L2 School \(L2, L2 Worksheet, Voter Fund Tracker Forms\)](#)
- [IFARMS Expenditure Codes](#)

Salary Based Apportionment

- [Salary Based Apportionment 2016 Template District](#)
- [Salary Based Apportionment 2016 Template Charter](#)

Other Supporting Documents & Forms

- [2014-2015 District to Agency](#)
- [2014-2015 Tuition Rates and Excess Cost Rate](#)
- [APPRO FY 2016](#)
- [Bond Interest Levy](#)



Salary Based Apportionment & Benefits Apportionment - District

Idaho Department of Education Basic Education Data System Salary Based Apportionment and Benefit Apportionment Computation

Statewide Information:
Administrative Staff Index
Administrative Staff Index Cap
PERSI plus FICA Employer Rate

0.00000
1.86643
18.97%

District Information:
Administrative Staff Index
Administrative Staff Index (adjusted for cap)
Pupil Services Staff Index
Mid-Term Support Units:
Instructional / Pupil Service Staffing Percent

1.72885
1.72885
1.24730
12.00
9.5%

Mid Term
Units

Staffing %

| | Staff Allowance Ratio | Staff Allowance FTE | Small District Staff Allowance < 40 units then + 0.5 FTE then + 0.5 FTE | | Separate Sec. School Allowance FTE | Adjusted Staff Allowance FTE | Actual FTE | Staff Allowance FTE | Staff Index | Base Salary | Average Salary | Certified Preliminary Salary Based Apportionment |
|--|-----------------------------|---------------------------|--|---------|---|---------------------------------------|--|---------------------------|----------------|----------------|-------------------|---|
| | a | (Units x a) b | c | d | e | (b + c + d + e) f | g | h | i | j | (i x j) k | (h x k) l |
| Administrative | 0.0750 | 0.90000 | 0.50000 | | | 1.40000 | 2.00000 | 1.40000 col (f) | 1.72885 | 33,116.00 | 57,252.60 | 80,153.64 |
| Instructional | 1.0210 | 12.25200 | 0.50000 | 0.50000 | 0.00000 | 13.25200 | 12.00000 | 12.89005 | | | 37,285.92 | 480,617.24 |
| Pupil Service | 0.0790 | 0.94800 | | | | 0.94800 | 0.50000 | 0.92211 | 1.24730 | 24,055.00 | 30,003.80 | 27,666.72 |
| Subtotal Instructional and Pupil Service | | | | | | 14.20000 | 12.50000 smaller of (f) or (g)(1-Staff %) | 13.81215 | | | | |
| Noncertified | 0.3750 | 4.50000 | | | | 4.50000 | 5.50000 | 4.50000 col (f) | | 19,826.00 | | |
| TOTAL | | | | | | 20.10000 | 20.00000 | 19.71215 | | | | |

| | Noncertified Preliminary Salary Based for Pupil Service Apportionment | Minimum Salary Allocation Staff | Preliminary Salary Based Apportionment | Actual Salary | Salary Based Apportionment Eligible for Benefits | Benefit Apportionment | Virtual Allowance | Ancillary Allowance | Salary Based Apportionment Plus Allowances | Maximum Salary Apportionment | Salary Based Apportionment Plus Allowances |
|--|---|------------------------------------|---|------------------|---|--------------------------|----------------------|---|--|--|--|
| | (h x j) m | (Min \$32,700) n | (l + m + n) o | q | Smaller: o or q r | r x 18.97% s | (Max 15%) t | u | v | w | x |
| Administration | | | 80,153.64 | 130,000.00 | | | | | | | 80,153.64 col (o) |
| Instructional | | | 480,617.24 | 480,000.00 | | | 0.00 | 0.00 | 480,617.24 | 494,112.97 (f x k) smaller: v or w | 480,617.24 |
| Pupil Service | | 1,350.00 | 29,016.72 | 30,000.00 | | | | 0.00 | 29,016.72 | 29,793.60 [(f x k) + n] | 29,016.72 |
| Subtotal Instructional and Pupil Service | | | 509,633.96 | 510,000.00 | | | 0.00 | 0.00 smaller of [(o or (q / (1-Staff%))] + t + u | 509,633.96 | | |
| Noncertified | 89,217.00 | | 89,217.00 | 140,000.00 | | | | | | | 89,217.00 col (o) |
| TOTAL | | | 679,004.59 | 780,000.00 | 679,004.59 | 128,807.17 | 0.00 | 0.00 | | | 679,004.60 |

Enter Data Elements FY16 District SBA Index - Admin Career Ladder Mid Term Instructional Staff Worksheet Career Ladder

Benefit Apportionment

Salary Based
Apportionment



Salary Based Apportionment Templates – District

| Required Data Elements for Calculating Salary Based Apportionment Include only staff paid from General Fund Money (Fund Code 10) For Budgeting Purposes 2015-2016 | | |
|--|------------|--|
| District Number | 999 | District Enters |
| District Name | Example | District Enters |
| District February Support Units | 12.00 | Units - from 1st Reporting Period Support Unit Calculation |
| NEW - Instructional / Pupil Service Staffing Percent | 9.5% | Enter 9.5%. For districts with <i>Teacher/Student Ratio</i> greater than the statewide average plus 1, enter 8.5%. |
| Separate Secondary School Allowance | | Applies to School Districts with one or more Separate Secondary Schools (9-12) (I.C. 33-1004 (5)(d)) |
| District Staff Index – Administration | 1.72885 | From "Index – Admin" worksheet (tabs at bottom of this worksheet) or district enters |
| Average Instructional Salary | 37,285.92 | From "Instructional Staff Wksht" worksheet (tabs at bottom of this worksheet) or district enters |
| District Staff Index – Pupil Services | 1.24730 | From "Index – Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters |
| Actual FTE – Administration | 2.00000 | From "Index – Admin" worksheet (tabs at bottom of this worksheet) or district enters |
| Actual FTE – Instructional | 12.00000 | From "Instructional Staff Wksht" worksheet (tabs at bottom of this worksheet) or district enters |
| Actual FTE – Pupil Services | 0.50000 | From "Index – Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters |
| Actual FTE – Noncertified | 5.50000 | District Enters |
| Actual Total Salary – Administration | 130,000.00 | District Enters |
| Actual Total Salary – Instructional | 480,000.00 | District Enters |
| Actual Total Salary – Pupil Services | 30,000.00 | District Enters |
| Actual Total Salary – Noncertified | 140,000.00 | District Enters |
| Minimum adj to \$32,703 | \$1,350 | From "Pupil Services MinSalary \$32,703" worksheet (tabs at bottom of this worksheet) or district enters |
| Virtual Salary – Instructional | \$0 | From "Virtual Instruction" worksheet (tabs at bottom of this worksheet) or district enters |
| Virtual FTE – Instructional | 0.00000 | From "Virtual Instruction" worksheet (tabs at bottom of this worksheet) or district enters |
| Contracted Salary – Instructional | \$0 | From "Ancillary Instructional" worksheet (tabs at bottom of this worksheet) or district enters |
| Contracted FTE – Instructional | 0.00000 | From "Ancillary Instructional" worksheet (tabs at bottom of this worksheet) or district enters |
| Contracted Salary – Pupil Services | \$0 | From "Ancillary Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters |
| Contracted FTE – Pupil Services | 0.00000 | From "Ancillary Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters |
| INSTRUCTIONS: | | |
| Blue Cells require data entry. | | |
| Red Cells contain formulas. You may elect to complete the appropriate worksheet or override by entering the data | | |
| SUGGESTION: If you choose to override one of the "RED" numbers, change the font color to "BLUE", thus indicating the cell is no longer a formula. | | |
| <div> <div>Enter Data Elements</div> <div>FY16 District SBA</div> <div>Index - Admin</div> <div>Career Ladder Mapping</div> <div>Instructional Staff Worksheet</div> <div>Car</div> </div> | | |

Enter the data in the blue cells. The data in the red cells populates from data entered in the index tabs.

Reminder: FTE is always calculated on an annualized basis.



Salary Based Apportionment & Benefits Apportionment - Charter

Idaho Department of Education Basic Education Data System Salary Based Apportionment and Benefit Apportionment Computation

School Year: 2015-2016

District 1000 Example 2

Statewide Information:

Administrative Staff Index

1.84399

Administrative Staff Index Cap

1.86643

PERSI plus FICA Employer Rate

18.97%

100.00%

District Information:

Administrative Staff Index

2.01260

Administrative Staff Index (adjusted for cap)

2.01260

Pupil Services Staff Index

1.60510

Mid-Term Support Units:

15.00

Mid Term
Units

| | Staff Allowance Ratio | Staff Allowance FTE (Units x a) | Small District Staff Allowance < 40 units then + 0.5 FTE < 20 units then + 0.5 FTE | Separate Sec. School Allowance FTE | Adjusted Staff Allowance FTE (b + c + d + e) | Actual FTE | Staff Allowance FTE col (f) | Staff Index | Base Salary | Average Salary (i x j) | Certified Preliminary Salary Based Apportionment (h x k) |
|----------------|-----------------------------|--|--|---|--|---------------|--------------------------------------|----------------|----------------|------------------------------|--|
| | a | b | c | d | e | f | g | h | i | j | k |
| Administrative | 0.0750 | 1.12500 | | | | 1.12500 | 1.00000 | 1.12500 | 2.01260 | 33,116.00 | 74,980.42 |
| Instructional | 1.0210 | 15.31500 | | N/A | | 15.31500 | 9.50000 | 15.31500 | | 37,500.00 | 574,312.50 |
| Pupil Services | 0.0790 | 1.18500 | | | | 1.18500 | 1.00000 | 1.18500 | 1.60510 | 24,055.00 | 45,753.66 |
| Noncertified | 0.3750 | 5.62500 | | | | 5.62500 | 7.00000 | 5.62500 | | 19,826.00 | |
| TOTAL | | | | | | 23.25000 | 18.50000 | 23.25000 | | | |

| | Noncertified Preliminary Salary Allocation for Pupil Service Apportionment (h x j) m | Minimum Salary (Min \$32,700) n | Preliminary Salary Based Apportionment (l + m + n) o | Actual Salary q | Salary Based Apportionment Eligible for Benefits Smaller: o or q r | Benefit Apportionment r x 18.97% s | Virtual Allowance t | Ancillary Allowance u | Salary Based Apportionment Plus Allowance v | Maximum Salary w | Salary Based Apportionment col (o) x |
|----------------|---|--|--|-----------------------|---|---|---------------------------|-----------------------------|--|------------------------|---|
| Administration | | | 74,980.42 | 75,000.00 | | | | | | | 74,980.42 |
| Instructional | | | 574,312.50 | 460,000.00 | | | | | N/A | | 574,312.50 |
| Pupil Services | | 0.00 | 45,753.66 | 40,000.00 | | | | | | | 45,753.66 |
| Noncertified | 111,521.25 | | 111,521.25 | 200,000.00 | | | | | | | 111,521.25 |
| TOTAL | | | 806,567.83 | 775,000.00 | 775,000.00 | 147,017.50 | | | | | 806,567.83 |

Enter Data Elements FY16 Charter SBA AdminIndex Instructional Mapping Instructional Staff Worksheet

Benefit Apportionment

Salary Based
Apportionment

Calculating Indexes – Staffing (I.C. 33-1004A)

Administrative & Pupil Service Index



| EXPERIENCE AND EDUCATION MULTIPLIER TABLE INSTRUCTIONAL INDEX 2009-2010 | | | | | | | |
|--|---------|---------|---------|---------|---------|---------|---------|
| Year | BA | BA+12 | BA+24 | MA | MA+12 | MA+24 | MA+36 |
| | | | | BA+36 | BA+48 | BA+60 | ES/DR |
| 0 | 1.00000 | 1.03750 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 |
| 1 | 1.03750 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 |
| 2 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 |
| 3 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 |
| 4 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 |
| 5 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 |
| 6 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 |
| 7 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 |
| 8 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 | 1.67430 |
| 9 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 | 1.67430 | 1.73710 |
| 10 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.67430 | 1.73710 | 1.80220 |
| 11 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.80220 | 1.86980 |
| 12 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.86980 | 1.93990 |
| 13+ | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.86980 | 2.01260 |
| QUALIFYING FTE PLACEMENT | | | | | | | |

Experience: Years of experience. Use the actual number of completed prior years of experience. Experience is not recognized until after the contract is completed. Do not count the current year since it is not completed.

Education: Degree - Highest Degree claimed for funding. Additional college transcript credits Earned beyond the degree reported AND after initial certification.
Initial certification - issue date of the first certificate.

Credits must be earned at an accredited institution of higher education (I.C. 33-1004A)

Reported in semester credit hours only.

Do not report in-service credits.

Do not update degrees and credits earned after the contract is signed for the current year. The education and experience must reflect the data as of the last Friday in September.



Administrative Index

| EXPERIENCE AND EDUCATION MULTIPLIER TABLE ADMINISTRATIVE INDEX 2015-2016 | | | | | | | |
|---|---------|---------|---------|-------------|-----------------------|----------------|----------------|
| Year | BA | BA+12 | BA+24 | MA BA+36 | MA+12 BA+48 | MA+24 BA+60 | MA+36 ES/DR |
| 0 | 1.00000 | 1.03750 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 |
| 1 | 1.03750 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 |
| 2 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 |
| 3 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 |
| 4 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 |
| 5 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 |
| 6 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 |
| 7 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 |
| 8 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 | 1.67430 |
| 9 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 | 1.67430 | 1.73710 |
| 10 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.67430 | 1.73710 | 1.80220 |
| 11 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.80220 | 1.86980 |
| 12 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.86980 | 1.93990 |
| 13 or more | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.86980 | 2.01260 |
| QUALIFYING FTE PLACEMENT | | | | | | | |
| Year | BA | BA+12 | BA+24 | MA BA+36 | MA+12 BA+48 | MA+24 BA+60 | MA+36 ES/DR |
| 0 | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | 1.00000 | | |
| 7 | | | | | | | |
| 8 | | | | | - | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 or more | | | | | | | 1.00000 |
| TOTALS | - | - | - | - | 1.00000 | - | 1.00000 |
| | | | | | Actual FTE | TOTAL FTE | 2.00000 |
| FACTORED FTE PLACEMENT | | | | | | | |
| Year | BA | BA+12 | BA+24 | MA BA+36 | MA+12 BA+48 | MA+24 BA+60 | MA+36 ES/DR |
| 0 | - | - | - | - | - | - | - |
| 1 | - | - | - | - | - | - | - |
| 2 | - | - | - | - | - | - | - |
| 3 | - | - | - | - | - | - | - |
| 4 | - | - | - | - | - | - | - |
| 5 | - | - | - | - | - | - | - |
| 6 | - | - | - | - | 1.44510 | - | - |
| 7 | - | - | - | - | - | - | - |
| 8 | - | - | - | - | - | - | - |
| 9 | - | - | - | - | - | - | - |
| 10 | - | - | - | - | - | - | - |
| 11 | - | - | - | - | - | - | - |
| 12 | - | - | - | - | - | - | - |
| 13 or more | - | - | - | - | - | - | 2.01260 |
| TOTALS | - | - | - | - | 1.44510 | - | 2.01260 |
| | | | | | Administrative FACTOR | | 3.45770 |
| | | | | | FACTORED INDEX | | 1.72885 |

Factored Index = Total FTE/total Factor

Pupil Services Index

| EXPERIENCE AND EDUCATION MULTIPLIER TABLE Pupil Services INDEX 2015-2016 | | | | | | | |
|---|---------|---------|---------|-------------|-----------------------|----------------|----------------|
| Year | BA | BA+12 | BA+24 | MA BA+36 | MA+12 BA+48 | MA+24 BA+60 | MA+36 ES/DR |
| 0 | 1.00000 | 1.03750 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 |
| 1 | 1.03750 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 |
| 2 | 1.07640 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 |
| 3 | 1.11680 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 |
| 4 | 1.15870 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 |
| 5 | 1.20220 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 |
| 6 | 1.24730 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 |
| 7 | 1.29410 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 |
| 8 | 1.34260 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 | 1.67430 |
| 9 | 1.39290 | 1.44510 | 1.49930 | 1.55550 | 1.61380 | 1.67430 | 1.73710 |
| 10 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.67430 | 1.73710 | 1.80220 |
| 11 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.80220 | 1.86980 |
| 12 | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.86980 | 1.93990 |
| 13 or more | 1.39290 | 1.49930 | 1.55550 | 1.61380 | 1.73710 | 1.86980 | 2.01260 |
| QUALIFYING FTE PLACEMENT | | | | | | | |
| Year | BA | BA+12 | BA+24 | MA BA+36 | MA+12 BA+48 | MA+24 BA+60 | MA+36 ES/DR |
| 0 | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | 0.50000 | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 or more | | | | | | | |
| TOTALS | - | - | - | - | 0.50000 | - | - |
| | | | | | Actual FTE | TOTAL FTE | 0.50000 |
| FACTORED FTE PLACEMENT | | | | | | | |
| Year | BA | BA+12 | BA+24 | MA BA+36 | MA+12 BA+48 | MA+24 BA+60 | MA+36 ES/DR |
| 0 | - | - | - | - | - | - | - |
| 1 | - | - | - | - | - | - | - |
| 2 | - | - | - | - | 0.62365 | - | - |
| 3 | - | - | - | - | - | - | - |
| 4 | - | - | - | - | - | - | - |
| 5 | - | - | - | - | - | - | - |
| 6 | - | - | - | - | - | - | - |
| 7 | - | - | - | - | - | - | - |
| 8 | - | - | - | - | - | - | - |
| 9 | - | - | - | - | - | - | - |
| 10 | - | - | - | - | - | - | - |
| 11 | - | - | - | - | - | - | - |
| 12 | - | - | - | - | - | - | - |
| 13 or more | - | - | - | - | - | - | - |
| TOTALS | - | - | - | - | 0.62365 | - | - |
| | | | | | Pupil Services FACTOR | | 0.62365 |
| | | | | | FACTORED INDEX | | 1.2473 |



Career Ladder Mapping

| 2014-2015 Cohorts/Career Ladder Placement | | | | MA | MA+12 | MA+24 | MA+36 |
|---|-----|-------|-------|-------|-------|-------|-------|
| Yrs. | BA | BA+12 | BA+24 | BA+36 | BA+48 | BA+60 | ES/DR |
| 0 | RP2 | RP2 | RP2 | RP2 | RP2 | RP2 | RP2 |
| 1 | RP2 | RP2 | RP2 | RP2 | RP2 | RP2 | RP2 |
| 2 | RP2 | RP2 | RP2 | RP2 | RP2 | RP2 | RP2 |
| 3 | RP2 | RP2 | RP2 | RP2 | RP2 | RP3 | RP3 |
| 4 | RP2 | RP2 | RP2 | RP2 | RP2 | RP3 | P1 |
| 5 | RP2 | RP2 | RP2 | RP2 | RP3 | P1 | P2 |
| 6 | RP2 | RP2 | RP2 | RP3 | P1 | P2 | P3 |
| 7 | RP2 | RP2 | RP3 | P1 | P2 | P3 | P4 |
| 8 | RP2 | RP3 | P1 | P2 | P3 | P4 | P5 |
| 9 | RP3 | P1 | P2 | P3 | P4 | P5 | P6 |
| 10 | RP3 | P2 | P3 | P4 | P5 | P6 | P7 |
| 11 | RP3 | P2 | P3 | P4 | P6 | P7 | P8 |
| 12 | RP3 | P2 | P3 | P4 | P6 | P8 | P9 |
| 13+ | RP3 | P2 | P3 | P4 | P6 | P8 | P10 |

| 2015-2016 Career Ladder Placement | 2014-2015 Index | 2014-2015 Salary | 2015-2016 Salary Apportionment |
|-----------------------------------|--------------------|------------------|--------------------------------|
| R1 | NA | NA | \$ 32,700 |
| RP2 | 1.00000 to 1.34260 | \$ 31,750 | \$ 33,200 |
| RP3 | 1.39290 | \$ 32,530 | \$ 33,822 |
| P1 | 1.44510 | \$ 33,749 | \$ 35,498 |
| P2 | 1.49930 | \$ 35,015 | \$ 36,885 |
| P3 | 1.55550 | \$ 36,327 | \$ 38,311 |
| P4 | 1.61380 | \$ 37,689 | \$ 39,775 |
| P5 | 1.67430 | \$ 39,102 | \$ 41,282 |
| P6 | 1.73710 | \$ 40,568 | \$ 42,089 |
| P7 | 1.80220 | \$ 42,089 | \$ 43,668 |
| P8 | 1.86980 | \$ 43,667 | \$ 45,305 |
| P9 | 1.93990 | \$ 45,304 | \$ 47,004 |
| P10 | 2.01260 | \$ 47,002 | \$ 47,603 |

| ENTER 2014-2015 Instructional FTE (excluding | | | | MA | MA+12 | MA+24 | MA+36 |
|--|------|-------|-------|-------|-------|-------|-------|
| Yrs. | BA | BA+12 | BA+24 | BA+36 | BA+48 | BA+60 | ES/DR |
| 0 | | | | | | | |
| 1 | 1.00 | | | | | | |
| 2 | | | | | | | |
| 3 | | | 1.00 | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | - | | 1.00 | 1.00 | 1.00 | |
| 7 | | | | | | | |
| 8 | | | 1.00 | | | | |
| 9 | | | | 1.00 | | 1.00 | |
| 10 | | | | | 1.00 | | 1.00 |
| 11 | | 1.00 | | | | | |
| 12 | | | | | | | |
| 13+ | | | | | | | |
| Total | 1.00 | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 | 1.00 |

| Career Ladder Placement | fte by cohort |
|-------------------------|---------------|
| RP2 | 2.00 |
| RP3 | 1.00 |
| P1 | 2.00 |
| P2 | 2.00 |
| P3 | 1.00 |
| P4 | - |
| P5 | 2.00 |
| P6 | - |
| P7 | 1.00 |
| P8 | - |
| P9 | - |
| P10 | - |
| | <u>11.00</u> |

1. Use FY 15 District Index report from ISEE, fund 10 (snapshot data)
2. Subtract the pupil services fte from the appropriate cells
3. Input the remaining instructional fte in the grid.
4. Adjust for terminated staff and new hires. First year teachers are entered on the next tab (instructional staff worksheet).
5. Data populates Instructional Staff Worksheet



Career Ladder Worksheet

| Enter Actual Number RP1 (new) FTE | | | | Fund Code 10 Only | | | | | | | | |
|---|-----------------|------------|--------------|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------------|----------------|
| 2015-2016 | | | | | | | | | | | | |
| Residency/Prof | RP1 (Enter new) | RP2 | RP3 | | | | | | | | | Total |
| FTE (actual) | 1.00 | 2.00 | 1.00 | | | | | | | | | 4.00 (a) |
| Professional | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P10 | | |
| FTE (actual) | 2.00 | 2.00 | 1.00 | - | 2.00 | - | 1.00 | - | - | - | 8.00 (b) | |
| | | | | | | | | | | | 12.00 (c) | |
| 2015-2016 (yr1) Base Salary Allocations | | | | | | | | | | | | |
| Residency/Prof | RP1 (new) | RP2 | RP3 | | | | | | | | | |
| Salary | \$ 32,700 | \$ 33,200 | \$ 33,822 | | | | | | | | | |
| Professional | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P10 | | |
| Salary | \$ 35,498 | \$ 36,885 | \$ 38,311 | \$ 39,775 | \$ 41,282 | \$ 42,089 | \$ 43,668 | \$ 45,305 | \$ 47,004 | \$ 47,603 | | |
| Salary allocation (actual fte x base allocation) | | | | | | | | | | | | |
| 2015-2016 | | | | | | | | | | | | |
| Residency/Prof | RP1 (new) | RP2 | RP3 | | | | | | | | | Total |
| Salary | \$ 32,700 | \$ 66,400 | \$ 33,822 | | | | | | | | | \$ 132,922 (d) |
| Professional | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P10 | Total | |
| Salary | \$ 70,996 | \$ 73,770 | \$ 38,311 | \$ - | \$ 82,564 | \$ - | \$ 43,668 | \$ - | \$ - | \$ - | \$ 309,309 (e) | |
| Total revenue | \$ 103,696 | \$ 140,170 | \$ 72,133 | \$ - | \$ 82,564 | \$ - | \$ 43,668 | \$ - | \$ - | \$ - | \$ 442,231 (f) | |
| Enter Number of Advanced Degrees Fund Code 10 | | | | | | | | | | | | |
| (Only applies to Instructional staff w/ professional endorsement) | | | | | | | | | | | | |
| Education Allocation | FTE | Premium | Total | | | | | | | | | |
| Enter BA + 24 | 4 | \$ 400 | \$ 1,600 | | | | | | | | | |
| Enter MA | 5 | \$ 700 | \$ 3,500 | | | | | | | | | |
| Total Ed Allocation | | | \$ 5,100 (g) | | | | | | | | | |
| Revenue from Advanced Degrees (g) \$ 5,100 (h) | | | | | | | | | | | | |
| Net Estimated Revenue (f) + (h) \$ 447,331 (i) | | | | | | | | | | | | |
| Average Salary (i) / (c) 37,277.58 (j) | | | | | | | | | | | | |

Enter FTE for 1st year teachers and the education allocations. Total fte and average salary calculate automatically.



Use it or Lose it Provision (n/a for Charters)

| Staff Category | Adjusted Staff Allowance FTE (b+c+d+e) | Actual FTE | Staff Allowance FTE | |
|--|--|------------|---------------------|-------------------------------------|
| | f | g | h | |
| Administration | 1.40000 | 2.00000 | 1.40000 | |
| | col (f) | | | |
| Instructional | 13.25200 | 12.00000 | 12.89005 | (prorated: (13.252/14.20)*13.81215) |
| Pupil Service | 0.94800 | 0.50000 | 0.92211 | (prorated: (.9480/14.20)*13.81215) |
| Subtotal Instructional and Pupil Service | 14.20000 | 12.50000 | 13.81215 | (smaller of 14.20 or 12.50 / .905) |
| | | | (g)/(1-Staff %) | |
| Noncertified | 4.50000 | 5.50000 | 4.50000 | |
| | | | col (f) | |
| TOTAL | 20.10000 | 20.00000 | 19.71215 | |
| Adjusted Staff Allowance | SBA column (f) | 14.20000 | | |
| Staff Allowance - Instructional & Pupil services | SBA column (h) | 13.81215 | | |
| | Variance | 0.38785 | Unutilized FTE | |

School districts must employ at least 90.5%* of Instructional staff allowed in order to receive the full instructional allowance; commonly referred to as “use it or lose it”. Virtual instructional expenses and non-district certificated ancillary contracts may be applied to the unutilized variance.

*Districts in which the average class size, as determined from prior fiscal year data was at least one (1) student greater than the statewide average class size, must employ 91.5% in order to receive the full allowance(I.C.33-1004(g)).



All Personnel Employment Report

| Effective Date : | | Idaho State Department of Education | | | | | | | | | | | | | | | | | | |
|-------------------------------------|-------------|-------------------------------------|-----------------------------|--------------------|--------|---------|---------------------------|-----|---|-----|----|------------------------|--------------|------|-------|-----------|-------|----------|-----|-------|
| Page: 1 | | Basic Education Staffing System | | | | | | | | | | | | | | | | | | |
| | | All Personnel Employment Info | | | | | | | | | | | | | | | | | | |
| School Year: 2015 - 2016 | | | | | | | | | | | | | | | | | | | | |
| Effective Date: 10/22/2015 | | | | | | | | | | | | | | | | | | | | |
| Provider: 999 Example District | | | | | | | | | | | | | | | | | | | | |
| Certified Personnel Employment Info | | | | | | | | | | | | | | | | | | | | |
| Bldg | Edu Id | Name | Assign(s) | Initial Cert Yr | Degree | Credits | < - Hist Years -x Hi-Ed > | | | | | <----- Contract -----> | | | | Extra Pay | | Fund Src | | |
| | | | | | | | In | Out | N | Pub | In | Out | Salary | Days | FTE | Type | Cd | Amount | Cd | % FTE |
| 999 | 1 xxxxxxxx | Aaron, Brock | 01058 03051 03053 03061 | 2015 | BA | 0 | 0 | 0 | 0 | 0 | 0 | 32,700 | | 1 | | | | 10 | 100 | |
| 999 | 2 xxxxxxxx | Adams, Abigail | 00011 00035 00063 | 1995 | BS | 60 | 16 | 0 | 0 | 0 | 0 | 48,000 | | 1 | C | | | 10 | 100 | |
| 999 | 3 xxxxxxxx | Brown, Harvey | 22054 23007 58001 72206 | 2010 | BS | 24 | 5 | 0 | 0 | 0 | 0 | 35,000 | | 1 | C | A | 2619 | 10 | 100 | |
| 999 | 4 xxxxxxxx | Ceeley, Edward | 080510 160523 192010 219980 | 1993 | BS | 48 | 22 | 0 | 0 | 0 | 0 | 45,000 | | 1 | C | E | 2268 | 10 | 100 | |
| | | | | | | | | | | | | 0 | | | | A | 1402 | | | |
| | | | | | | | | | | | | 0 | | | | D | 11380 | | | |
| 999 | 5 xxxxxxxx | Coffin, Sarah | 184011 184015 184040 68001 | 1986 | BS | 60 | 25 | 0 | 0 | 0 | 0 | 48,000 | | 1 | C | G | 3617 | 10 | 100 | |
| | | | | | | | | | | | | 0 | | | | E | 3617 | | | |
| | | | 1054 | | | | | | | | | 4,000 | | 0.16 | AS | | | 10 | 100 | |
| | | Collins, Judy | 05101 05111 55101 | 2015 | BA | 6 | 0 | 0 | 0 | 0 | 0 | 32,700 | | | | | | | | |
| 999 | 6 xxxxxxxx | Denver, Georgia | 41010 42200 | 1990 | ES | 0 | 23 | 0 | 0 | 0 | 0 | 80,000 | | 1 | A | A | 817 | 10 | 100 | |
| 999 | 7 xxxxxxxx | Dover, Edward | 05101 05111 55101 | 1992 | B | 40 | 22 | 0 | 0 | 0 | 0 | 33,000 | | 0.75 | C | A | 1343 | 10 | 100 | |
| 999 | 8 xxxxxxxx | Fredericks, Julie | 00011 00035 00041 00061 | 2008 | M | 12 | 6 | 0 | 0 | 0 | 0 | 38,000 | | 1 | C | | | 10 | 100 | |
| 999 | 9 xxxxxxxx | Goslin, Carol | 00070 | 1994 | ES | 36 | 12 | 1 | 0 | 1 | 0 | 51,600 | | 1 | C | | | 10 | 100 | |
| | | | 22003 | | | | | | | | | 4,200 | | 0.13 | AS | | | 10 | 50 | |
| | | | | | | | | | | | | | | | | | | 1 | 50 | |
| 999 | 10 xxxxxxxx | Howard, Harold | 00011 00041 00061 00063 | 1980 | MS | 41 | 32 | 0 | 0 | 0 | 0 | 52,000 | | 1 | C | A | 1051 | 10 | 100 | |
| 999 | 11 xxxxxxxx | Jackson, Mary | 180020 180523 185059 22051 | 1986 | BS | 85 | 19 | 0 | 0 | 0 | 0 | 48,000 | | 1 | C | E | 3649 | 10 | 100 | |
| | | | | | | | | | | | | 0 | | | | A | 234 | | | |
| 999 | 12 xxxxxxxx | Johnson, Robert | 01058 03051 03053 03061 | 1992 | BS | 60 | 18 | 1 | 0 | 0 | 0 | 52,000 | | 1 | A | A | 3803 | 10 | 100 | |
| | | | | | | | | | | | | 0 | | | | E | 1216 | | | |
| 999 | 13 xxxxxxxx | Kendall, Anne | 04101 04151 04310 22051 | 2010 | MA | 12 | 5 | 0 | 0 | 0 | 0 | 35,000 | | 1 | C | A | 1168 | 10 | 100 | |
| 999 | 14 xxxxxxxx | Lima, Anton | 32100 32110 72006 | 1993 | BA | 60 | 21 | 0 | 0 | 0 | 0 | 48,000 | | 1 | C | | | 10 | 100 | |
| 999 | 15 xxxxxxxx | Lyon, Sue | 02002 02157 03151 03159 | 2013 | BS | 12 | 2 | 1 | 0 | 0 | 0 | 36,000 | | 1 | 2 | A | 234 | 10 | 100 | |
| 999 | 16 xxxxxxxx | McClellan, Francis | 00011 00035 00041 00061 | 2012 | BA | 12 | 3 | 0 | 0 | 0 | 0 | 36,000 | | 1 | 3 | | | 10 | 100 | |
| 999 | 17 xxxxxxxx | McClellan, George | 00011 00035 00041 00061 | 2003 | BS | 6 | 1 | 0 | 0 | 0 | 0 | 33,200 | | 1 | 2 | | | 10 | 100 | |
| 999 | 18 xxxxxxxx | Murphy, Catherine | 43020 | 1983 | MS | 39 | 29 | 0 | 0 | 0 | 0 | 57,000 | | 1 | A | | | 4 | 100 | |
| | | | 72006 | | | | | | | | | 4,000 | | 0.13 | AS | | | 10 | 100 | |
| 999 | 19 xxxxxxxx | Paddock, Janet | 01001 01002 01003 01004 | 2010 | BA | 7 | 4 | 0 | 0 | 0 | 0 | | | 1 | C | | | 10 | 100 | |
| 999 | 20 xxxxxxxx | Siegfried, Roy | 00001 00083 | 1980 | BA | 60 | 16 | 5 | 0 | 0 | 0 | 48,000 | | 1 | C | | | 10 | 100 | |
| 999 | 21 xxxxxxxx | Starbuck, Dina | 00005 00070 | 1998 | BS | 30 | 12 | 0 | 0 | 0 | 0 | 39,000 | | 1 | C | A | 1685 | 01 | 85 | |
| | | | | | | | | | | | | 0 | | | | | | 10 | 15 | |
| 999 | 22 xxxxxxxx | Wallace, Eli | 42100 | 1990 | ES | 0 | 25 | 0 | 0 | 0 | 0 | 70,000 | | 1 | A | | | 10 | 100 | |
| Certified Provider Totals | | | | | | | | | | | | | \$ 1,010,400 | | 22.17 | | | \$40,103 | | |

Save the All Personnel Employment Report in an excel format. There are two tabs in the excel file. The opened tab is the certificated staff report and the second tab is the non certificated staff report.

- Review all data fields for accuracy. Assure all staff assignments and funding codes are correct. **If an employee is paid from multiple funding sources, review the allocations to assure the sum of the fund source percentages equals 100 (%).**

This report is the detail all certificated staff (all funds) reported as of the last Friday in September and includes alternative summer school staff. If data is incorrect or missing, review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your records and resubmit the files.



All Personnel Employment Report – Non Certificated Staff

Effective Date : Idaho State Department of Education
 Page: 2 Basic Education Staffing System
 All Personnel Employment Info

School Year: 2014 - 2015
 Effective Date: 10/15/2014
 Provider: 1000 DISTRICT EXAMPLE

Non-Certified Personnel Employment Info

| Bldg | Edu Id | Name | Assign | Rate | Hours | Weeks | Funding Source | | FTE | Salary |
|-------------------------------|------------|------|--------|-------|-------|-------|----------------|----------|---------|-------------|
| | | | | | | | Cd | % of FTE | | |
| 1010 | XXXXXXXX1 | A1 | 97110 | 10.39 | 17.00 | 31 | 10 | 100 | 0.26000 | \$5,475.53 |
| 1010 | XXXXXXXX2 | A2 | 97401 | 13.46 | 40.00 | 52 | 10 | 100 | 1.00000 | \$27,996.80 |
| 1010 | XXXXXXXX3 | A3 | 97502 | 15.91 | 17.00 | 36 | 10 | 100 | 0.30000 | \$9,736.92 |
| 1010 | XXXXXXXX4 | A4 | 97405 | 12.16 | 40.00 | 52 | 10 | 100 | 1.00000 | \$25,292.80 |
| 1010 | XXXXXXXX5 | A5 | 97201 | 11.81 | 40.00 | 52 | 07 | 40 | 0.40000 | \$9,825.92 |
| 1010 | XXXXXXXX5 | A5 | 97201 | 11.81 | 40.00 | 52 | 10 | 60 | 0.60000 | \$14,738.88 |
| 1010 | XXXXXXXX6 | A6 | 97310 | 12.16 | 40.00 | 36 | 07 | 100 | 0.69000 | \$17,510.40 |
| 1010 | XXXXXXXX7 | A7 | 97502 | 13.95 | 30.00 | 36 | 04 | 100 | 0.52000 | \$15,066.00 |
| 1010 | XXXXXXXX8 | A8 | 97502 | 10.70 | 30.00 | 36 | 04 | 100 | 0.52000 | \$11,556.00 |
| 1010 | XXXXXXXX9 | A9 | 97502 | 13.95 | 30.00 | 36 | 04 | 100 | 0.52000 | \$15,066.00 |
| 1010 | XXXXXXXX10 | A10 | 97101 | 20.31 | 40.00 | 52 | 10 | 100 | 1.00000 | \$42,244.80 |
| Non-Certified Provider Totals | | | | | | | | | 6.81 | 194,510 |

Review all data fields for accuracy. Assure all staff assignments are correct. If an employee is paid from more than one funding source, review the allocation to assure the percentages equal 100 (%).

Non certificated FTE equals (hours per week x weeks per years) / 2080 hours. If the employee's total FTE is greater than 1.0, correct the errors and resubmit the files.

When an employee has more than one assignment, check the data entries for reasonableness. For example, in total the person would not work more than 40 hours per week or more than 52 weeks during the year.

Note: The sum of the funding code 10 FTEs and sum of the funding code 10 Salaries are the data used in the Salary and Benefit Apportionment.



Employment Placement Report

| | | | | | | | | | | |
|--------------------------------|--------|---|---------|----------------------|----------|-----------------|-------------------|----------|--------------------|----------|
| Date : | | Idaho State Department of Education | | | | | | | | |
| Page: 1 | | Basic Education Staffing System | | | | | | | | |
| | | Employment Placement Schedule Including Summer School | | | | | | | | |
| School Year: 2015- 2016 | | | | | | | | | | |
| Effective Date: 10/20/2015 | | | | Funding Code 10 Only | | | | | | |
| | | | | | | | | | | |
| Provider: 999 Example DISTRICT | | | | | | | | | | |
| | | | | Years of Service | | Education | Pupil ServicesFTE | | Administrative FTE | |
| Name | Edu Id | Degree | Credits | Actual | Placemen | Actual | Qualifying | Factored | Qualifying | Factored |
| Denver, Georgia | 6xxxx | ES | 0 | 23 | 23 | MA+36 / ES/DR | | | 1.00 | 2.0126 |
| Lima, Anton | 14xxxx | BA | 60 | 21 | 21 | MA+24 / BA+60 | 0.7 | 1.30886 | | |
| Wallace, Eli | 22xxxx | ES | 0 | 25 | 25 | MA+36 / ES/DR | | | 1.00 | 1.39 |
| | | | | | | Provider Totals | 0.70000 | 1.30886 | 2.00000 | 3.40550 |
| | | | | | | Factored Index | 1.86980 | | 1.70275 | |

Review all data elements for accuracy. Assure all certificated staff paid from the general fund code 10 are listed on this report with accurate education, years of experience, and index placement.

This report is the detail of the salary and benefit apportionment calculations for administrative and pupil service staff. If data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school fte.

If certificated staff with assignment codes in the 3x,xxx series are missing from the report (pupil services), review the key staff assignment data elements. For example, the grade level field may be blank (use option code MX).

Note: Only certificated employees with accurate data paid from the general fund code 10 will populate Employment Placement Schedule



Instructional FTE & Salary Report including Summer School

Part I (New) (DRAFT)

| | | | | | | | | | | |
|---|--------------|---|-------------|---|------------------------|--------------------|-----------------|---------------|--------------------------|------------------|
| Idaho State Department of Education Basic Education Staffing System Instructional FTE & Salary Report including Summer School | | | | | | | | | | |
| Provider: | test | Fund 10 | Part I | | | | | | | |
| Effective Date | 10/20/2015 | | | | | | | | | |
| Name | EDUID | Career Ladder Status (Res/Prof or Professional) | Base Salary | Qualifying Salary Adjustment (See Part II) | Ed Allocation n BA +24 | Ed Allocation n MA | Total (d+e+f+g) | Allocated FTE | Allocated Salary (h x i) | Note |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (k) | (l) |
| Aaron, Brock | 1 xxxxxxxxx | RP1 | \$ 32,700 | | | | \$ 32,700.00 | 1.00 | \$ 32,700.00 | |
| Adams, Abigail | 2 xxxxxxxxx | P6 | \$ 42,089 | \$ 1,578.31 | \$ 400 | | \$ 44,067.31 | 1.00 | \$ 44,067.31 | |
| Brown, Harvey | 3 xxxxxxxxx | RP2 | \$ 33,200 | | \$ 400 | | \$ 33,600.00 | 1.00 | \$ 33,600.00 | |
| Ceeley, Edward | 4 xxxxxxxxx | P6 | \$ 42,089 | | | \$ 700 | \$ 42,789.00 | 1.00 | \$ 42,789.00 | |
| Coffin, Sarah | 5 xxxxxxxxx | P8 | \$ 45,305 | | \$ - | \$ 700 | \$ 46,005.00 | 1.00 | \$ 46,005.00 | |
| Collins, Judy | 6 xxxxxxxxx | RP1 | \$ 32,700 | | | | \$ 32,700.00 | 1.00 | \$ 32,700.00 | |
| Dover, Edward | 7 xxxxxxxxx | P4 | \$ 39,775 | | \$ 400 | | \$ 40,175.00 | 1.00 | \$ 40,175.00 | |
| Fredericks, Julie | 8 xxxxxxxxx | P1 | \$ 35,498 | \$ 826.15 | \$ 400 | | \$ 36,724.15 | 1.00 | \$ 36,724.15 | |
| Goslin, Carol | 9 xxxxxxxxx | P10 | \$ 47,603 | | | \$ 700 | \$ 48,303.00 | 1.07 | \$ 51,442.70 | |
| Howard, Harold | 10 xxxxxxxxx | | | | | | \$ - | 1.00 | \$ - | (No FY15 record) |
| Jackson, Mary | 11 xxxxxxxxx | P8 | \$ 45,305 | | \$ 400 | | \$ 45,705.00 | 1.00 | \$ 45,705.00 | |
| Johnson, Robert | 12 xxxxxxxxx | P8 | \$ 45,305 | | | \$ 700 | \$ 46,005.00 | 1.00 | \$ 46,005.00 | |
| Kendall, Anne | 13 xxxxxxxxx | RP2 | \$ 33,200 | | | \$ 700 | \$ 33,900.00 | 1.00 | \$ 33,900.00 | |
| Lewis, Jennifer | 14 xxxxxxxxx | RP1 | \$ 32,700 | | | \$ - | \$ 32,700.00 | 1.00 | \$ 32,700.00 | |
| Lima, Anton | 15 xxxxxxxxx | P8 | \$ 45,305 | | | \$ 700 | \$ 46,005.00 | 0.30 | \$ 13,801.50 | |
| Lyon, Sue | 16 xxxxxxxxx | RP2 | \$ 33,200 | | | \$ 700 | \$ 33,900.00 | 1.00 | \$ 33,900.00 | |
| McClellan, Franc | 17 xxxxxxxxx | | | | | | \$ - | 1.00 | \$ - | (No FY15 record) |
| McClellan, George | 18 xxxxxxxxx | RP2 | \$ 33,200 | | | \$ 700 | \$ 33,900.00 | 1.00 | \$ 33,900.00 | |
| Murphy, Catherine | 19 xxxxxxxxx | P10 | \$ 47,603 | | \$ 400 | | \$ 48,003.00 | 0.13 | \$ 6,240.39 | |
| Paddock, Janet | 20 xxxxxxxxx | RP2 | \$ 33,200 | | | \$ 700 | \$ 33,900.00 | 1.00 | \$ 33,900.00 | |
| Siegfried, Roy | 21 xxxxxxxxx | P8 | \$ 45,305 | | \$ - | \$ 700 | \$ 46,005.00 | 1 | \$ 46,005.00 | |
| Starbuck, Dina | 22 xxxxxxxxx | P3 | \$ 38,311 | | \$ 400 | | \$ 38,711.00 | 0.15 | \$ 5,806.65 | |
| | | | | \$ 2,404.46 | 2,800.00 | 7,000.00 | 795,797.46 | 19.65 | 692,066.70 | |
| Average Instructional Salary | | | | | | | | | \$ 35,228.64 | |
| (Total Allocated Salary / Total FTE) | | | | | | | | | | |

This report is the detail of the salary and benefit apportionment calculations for instructional staff with funding source code 10. Each instructor's base salary plus allocations and fte are used to derive the weighted average instructional salary.



Instructional FTE & Salary Report including Summer School Part II (New) (Draft)

| Idaho State Department of Education | | | | | | | | | | | | | | | | |
|---|--------------|---------------------|--------------|------------------|-------------------|-------------------|------------------------------|----------------|---------------------|---------------------------------------|------------------|---|-------------------|--|--------------------------------------|------------------------------|
| Basic Education Staffing System | | | | | | | | | | | | | | | | |
| Instructional FTE & Salary Report including Summer School | | | | | | | | | | | | | | | | |
| Provider: TEST | Fund 10 | Part II | | | | | | | | | | | | | | |
| Effective Date | 10/20/2015 | | | | | | | | | | | | | | | |
| Name | EDUID | FY15 Highest Degree | FY15 Credits | FY15 Total Years | Index 2014 - 2015 | Additional Degree | Career Ladder Rung 2015-2016 | 2015-16 Salary | FY16 Highest Degree | Total credits earned as of Sept. 2015 | FY16 Total Years | 2015-16 index without the career ladder | Additional Degree | FY16 Salary without the career ladder. Use FY15 \$23,354 base salary. ((m)x\$23,354) | Salary Variance Over (Under) (o - i) | Qualifying Salary Adjustment |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) | (o) | (p) | (q) |
| Aaron, Brock | 1 xxxxxxxxx | | | | | | RP1 | \$ 32,700 | BA | 0 | 0 | 1.00000 | | na | na | n/a |
| Adams, Abigail | 2 xxxxxxxxx | BS | 58 | 15 | 1.7371 | | P6 | \$ 42,089 | BS | 60 | 16 | 1.86980 | | 43,667.31 | \$ 1,578.31 | yes |
| Brown, Harvey | 3 xxxxxxxxx | BS | 19 | 4 | 1.2022 | | RP2 | \$ 33,200 | BS | 24 | 5 | 1.29410 | | 31,750.00 | \$ (1,450.00) | n/a |
| Ceeley, Edward | 4 xxxxxxxxx | BS | 48 | 21 | 1.7371 | | P6 | \$ 42,089 | BS | 48 | 22 | 1.73710 | MA | 40,568.23 | \$ (1,520.77) | n/a |
| Coffin, Sarah | 5 xxxxxxxxx | BS | 60 | 24 | 1.8698 | MA | P8 | \$ 45,305 | BS | 60 | 25 | 1.86980 | MA | 43,667.31 | \$ (1,637.69) | n/a |
| Collins, Judy | 6 xxxxxxxxx | | | | | | RP1 | \$ 32,700 | BA | 6 | 0 | 1.00000 | | na | na | n/a |
| Dover, Edward | 7 xxxxxxxxx | B | 36 | 21 | 1.6138 | | P4 | \$ 39,775 | B | 40 | 22 | 1.61380 | | 37,688.69 | \$ (2,086.31) | n/a |
| Fredericks, Julie | 8 xxxxxxxxx | M | 12 | 6 | 1.4451 | | P1 | \$ 35,498 | M | 24 | 7 | 1.55550 | | 36,327.15 | \$ 829.15 | yes |
| Goslin, Carol | 9 xxxxxxxxx | ES | 36 | 13 | 2.0126 | MA | P10 | \$ 47,603 | ES | 36 | 14 | 2.01260 | MA | 47,002.26 | \$ (600.74) | n/a |
| Howard, Harold | 10 xxxxxxxxx | | | | | | | | MS | 41 | 33 | 2.01260 | | | | |
| Jackson, Mary | 11 xxxxxxxxx | BS | 85 | 18 | 1.8698 | | P8 | \$ 45,305 | BS | 85 | 19 | 1.86980 | | 43,667.31 | \$ (1,637.69) | n/a |
| Johnson, Robert | 12 xxxxxxxxx | BS | 60 | 18 | 1.8698 | MS | P8 | \$ 45,305 | BS | 60 | 19 | 1.86980 | MS | 43,667.31 | \$ (1,637.69) | n/a |
| Kendall, Anne | 13 xxxxxxxxx | MA | 3 | 4 | 1.2941 | | RP2 | \$ 33,200 | MA | 12 | 5 | 1.34260 | | 31,750.00 | \$ (1,450.00) | n/a |
| Lewis, Jennifer | 14 xxxxxxxxx | | | | | | RP1 | \$ 32,700 | MA | 0 | 0 | 1.11680 | | na | na | n/a |
| Lima, Anton | 15 xxxxxxxxx | BA | 60 | 20 | 1.8698 | | P8 | \$ 45,305 | BA | 60 | 21 | 1.86980 | MA | 43,667.31 | \$ (1,637.69) | n/a |
| Lyon, Sue | 16 xxxxxxxxx | BS | 0 | 1 | 1.0375 | | RP2 | \$ 33,200 | BS | 8 | 2 | 1.07640 | | 31,750.00 | \$ (1,450.00) | n/a |
| McClellan, Francis | 17 xxxxxxxxx | | | | | | | | BA | 12 | 3 | 1.11587 | | | | |
| McClellan, George | 18 xxxxxxxxx | BS | 0 | 0 | 1 | | RP2 | \$ 33,200 | BS | 6 | 1 | 1.03750 | | 31,750.00 | \$ (1,450.00) | n/a |
| Murphy, Catherine | 19 xxxxxxxxx | MS | 39 | 28 | 2.0126 | | P10 | \$ 47,603 | MS | 39 | 29 | 2.01260 | | 47,002.26 | \$ (600.74) | n/a |
| Paddock, Janet | 20 xxxxxxxxx | BA | 1 | 3 | 1.1168 | | RP2 | \$ 33,200 | BA | 7 | 4 | 1.15870 | | 31,750.00 | \$ (1,450.00) | n/a |
| Siegfried, Roy | 21 xxxxxxxxx | BA | 60 | 20 | 1.8698 | | P8 | \$ 45,305 | BA | 60 | 21 | 1.86980 | MA | 43,667.31 | \$ (1,637.69) | n/a |
| Starbuck, Dina | 22 xxxxxxxxx | BS | 24 | 11 | 1.5555 | | P3 | \$ 38,311 | BS | 30 | 12 | 1.55550 | | 36,327.15 | \$ (1,983.85) | n/a |

Part II of the Instructional Staff FTE & Salary Report lists each instructor coded to fund 10. FY15 and FY16 education and years of experience are listed. FY16 salaries are compared to the amounts the instructors would have made had the career ladder not been implemented. If an instructor would have earned more by using the FY15 method of calculating salaries, the difference is paid to the district. The adjustment is listed on Part I, column (e).



ISEE Form 8 (manual form) DRAFT

| draft | Idaho State Department of Education Basic Education Staffing System ISEE Form 8 (Manual) | | | | | | |
|--|--|--|-----------------|---------------------|--------------------|----------------------|-------------------------------|
| 2014-15 Education & Experience History for New Certificated Hires with Experience. (as of September 26, 2014) | | | | | | | |
| District / Charter Number: | | | | | | | |
| District / Charter Name: | | | | | | | |
| Date | | | | | | | |
| The purpose of this report is to establish the career ladder rung for certificated instructional staff who did not hold an Idaho contract during the 2014-15 school year. Submit education and experience records as of September 26, 2014. This is not applicable for instructional staff who are in their first year of holding a certificate. | | | | | | | |
| Examples: Instructional staff new to teaching in Idaho who hold a certificate from another state and who are approved to teach in Idaho. Instructional staff with an Idaho certificate who did not hold an active contract during the 2014-15 school year. | | | | | | | |
| Do not use this form to correct prior year data. | | | | | | | |
| Name | EDUID | FY15 Highest Degree as of September 2014 | FY15 Credits | FY15 Total Years | Index 2014 2015 | Additional Degree | Career Ladder Rung 2015-16 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | Superintendent, Charter School Administrator, Business Manger or HR Director | | Signature | | | |
| | | | | Title | | | |
| | | Submit form to: Kathryn Vincen klvincen@sde.idaho.gov LaRae Ashby lbashy@sde.idaho.gov | | | | | |

For new hires who hold a certificate but did not hold a contract in FY15, use this form to establish a permanent record for placement on the career ladder table. This does not apply to instructional staff who are in their first year of holding a certificate.

Examples: Certificated experienced staff who did not hold an active contract during the 2014-2015 school year and experienced staff new to Idaho who hold a certificate from another state and who are approved to teach in Idaho.



Edit Report : Certificated Staff Career Ladder Placement (as of September 2014)

| Idaho State Department of Education Basic Education Staffing System Certified Staff Career Ladder Placement | | | | | | | | | | | | |
|---|-------------|----------------|---------|-------------|--------------|---------------|--------------------|---------------------|-------------|--------------------------|--------------|-------------------------|
| School Year: 2014 - 2015 | | | | | | | | | | | | |
| Effective Date: 7/24/2015 | | | | | | | | | | | | |
| Provider(s): 999 Example | | | | | | | | | | | | |
| Name | EDUID | Highest Degree | Credits | K12In State | K12Out State | K12Non Public | Higher Ed In State | Higher Ed Out State | Total Years | Salary Index 2014 - 2015 | Add'l Degree | Career Ladder 2015-2016 |
| Adams, Abigail | 2 xxxxxxxx | BS | 58 | 14 | 1 | 0 | 0 | 0 | 15 | 1.7371 | | P6 |
| Brown, Harvey | 3 xxxxxxxx | BS | 19 | 4 | 0 | 0 | 0 | 0 | 4 | 1.2022 | | RP2 |
| Ceeley, Edward | 4 xxxxxxxx | BS | 48 | 21 | 0 | 0 | 0 | 0 | 21 | 1.7371 | | P6 |
| Coffin, Sarah | 5 xxxxxxxx | BS | 60 | 24 | 0 | 0 | 0 | 0 | 24 | 1.8698 | MA | P8 |
| Dover, Edward | 7 xxxxxxxx | B | 36 | 21 | 0 | 0 | 0 | 0 | 21 | 1.6138 | | P4 |
| Fredericks, Julie | 8 xxxxxxxx | M | 12 | 6 | 0 | 0 | 0 | 0 | 6 | 1.4451 | | P1 |
| Goslin, Carol | 9 xxxxxxxx | ES | 36 | 6 | 7 | 0 | 0 | 0 | 13 | 2.0126 | MA | P10 |
| Jackson, Mary | 11 xxxxxxxx | BS | 85 | 10 | 5 | 0 | 3 | 0 | 18 | 1.8698 | | P8 |
| Johnson, Robert | 12 xxxxxxxx | BS | 60 | 18 | 0 | 0 | 0 | 0 | 18 | 1.8698 | MS | P8 |
| Kendall, Anne | 13 xxxxxxxx | MA | 3 | 4 | 0 | 0 | 0 | 0 | 4 | 1.2941 | | RP2 |
| Lima, Anton | 15 xxxxxxxx | BA | 60 | 18 | 2 | 0 | 0 | 0 | 20 | 1.8698 | | P8 |
| Lyon, Sue | 16 xxxxxxxx | BS | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1.0375 | | RP2 |
| McClellan, George | 18 xxxxxxxx | BS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | RP2 |
| Murphy, Catherine | 19 xxxxxxxx | MS | 39 | 28 | 0 | 0 | 0 | 0 | 28 | 2.0126 | | P10 |
| Paddock, Janet | 20 xxxxxxxx | BA | 1 | 3 | 0 | 0 | 0 | 0 | 3 | 1.1168 | | RP2 |
| Siegfried, Roy | 21 xxxxxxxx | BA | 60 | 20 | 0 | 0 | 0 | 0 | 20 | 1.8698 | | P8 |
| Starbuck, Dina | 22 xxxxxxxx | BS | 24 | 11 | 0 | 0 | 0 | 0 | 11 | 1.5555 | | P3 |

This report lists certificated staff as of September 2014 for the purpose of mapping to the career ladder. The instructional staff member's permanent history for placement on the career ladder table begins with this information. Although the staff demographic records will be updated as of September 2015, the Career ladder placement will not change.

If the data is incorrect, a prior year correction must be submitted to revise the information. The form for submitting prior year revision can be found at www.sde.idaho.gov/site/finance_tech/forms. For more information regarding staff revisions, contact Kathryn Vincen at klvincen@sde.idaho.gov or LaRae Ashby at lbashby@sde.idaho.gov.



Edit Report: Staff Assignment FTE Variance Report (Certificated Staff - all funds)

| Idaho State Department of Education | | | | | | | | | |
|-------------------------------------|---------------------|---|---|----------------------------|--|------------------------|----------------------------|--|------------------------|
| Page: 1 | | Basic Education Staffing System Staff Assignment FTE Variance Report | | | | | | | |
| School Year: 2015- 2016 | | | | | | | | | |
| Provider: 999 Example DISTRICT | | | | | | | | | |
| EDUID | Name | Assignm ent Code | Assignment Name | Contract Number1 FTE | Contract 1 Assignment FTE As Reported | Variance Contract 1 | Contract Number2 FTE | Contract 2 Assignment FTE As Reported | Variance Contract 2 |
| xxxxxxxxxx | Abercrombie, Samuel | | | 1.00 | | | | | |
| xxxxxxxxxx | Abercrombie, Samuel | 00011 | English - Elementary (Gr. 1-6) | | 0.845 | | | | |
| xxxxxxxxxx | Abercrombie, Samuel | 00035 | Arts and/or Crafts/Visual Arts (Gr. K-6) | | 0.031 | | | | |
| xxxxxxxxxx | Abercrombie, Samuel | 00063 | Social Studies (Gr. 1-6) | | 0.124 | | | | |
| | Abercrombie, Samuel | | Subtotal | 1.00 | 1.000 | 0.00 | | | 0 |
| xxxxxxxxxx | Ceeley, Mary | | | 1.00 | | | 0.16 | | |
| xxxxxxxxxx | Ceeley, Mary | 22054 | Tutoring Practicum (Gr. 9-12) | | 0.160 | | | | |
| xxxxxxxxxx | Ceeley, Mary | 23007 | Developmental Support-Special Ed (Gr. 9-12) | | 0.400 | | | | |
| xxxxxxxxxx | Ceeley, Mary | 58001 | Physical Education (Gr. 6-8) | | 0.080 | | | | |
| xxxxxxxxxx | Ceeley, Mary | 72206 | Life Skills (Gr. 6-8) | | 0.080 | | | | |
| xxxxxxxxxx | Ceeley, Mary | 73005 | Social Development/Resource Instruction-Spec Ed (Gr. 6-8) | | 0.200 | | | | |
| xxxxxxxxxx | Ceeley, Mary | 73007 | Developmental Support-Special Ed (Gr. 6-8) | | 0.240 | | | | |
| | Ceeley, Mary | | Subtotal | 1.00 | 1.16 | (0.16) | 0.16 | 0 | 0.16 |
| xxxxxxxxxx | Dewey, Edward | | | 1.00 | | | | | |
| xxxxxxxxxx | Dewey, Edward | 00011 | English - Elementary (Gr. 1-6) | | 0.286 | | | | |
| xxxxxxxxxx | Dewey, Edward | 00035 | Arts and/or Crafts/Visual Arts (Gr. K-6) | | 0.027 | | | | |
| xxxxxxxxxx | Dewey, Edward | 00041 | Mathematics (Gr. 1-6) | | 0.401 | | | | |
| xxxxxxxxxx | Dewey, Edward | 00061 | General Science (Gr. 1-6) | | 0.134 | | | | |
| xxxxxxxxxx | Dewey, Edward | 00063 | Social Studies (Gr. 1-6) | | 0.153 | | | | |
| | Dewey, Edward | | Subtotal | 1.00 | 1.001 | 0.00 | | | 0 |
| | | | Total | 3.00 | 3.16 | (0.16) | 0.16 | 0.00 | 0.16 |

The assignment variance edit report of certificated staff as of the last Friday in September and includes alternative summer school. Use this report as a tool to identify variances between contract ftes and assignment ftes.

Staff Salary Summary – All Funds



| Effective Date : Idaho State Department of Education | | | | | |
|---|---------------------|--------------|---------------------------------|------------------|---------------|
| Page: 1 <i>Basic Education Staffing System</i> | | | | | |
| Staff Salary Summary | | | | | |
| School Year: 2014 - 2015 | | | Provider: 1000 District Example | | |
| Effective Date: 10/20/2014 | | | Funding Source: All | | |
| Activity | Employees Actual | FTE | Total Salaries | Base Salaries | Extra Pay |
| Superintendent | 1 | 0.25 | 21,400 | 21,400 | |
| Principal - Secondary | 1 | 0.97 | 76,995 | 72,583 | 4,412 |
| Head Teacher | | | 0 | | |
| Counselor | 1 | 0.57 | 32,895 | 32,895 | |
| Teacher - Elementary | 6 | 5.02 | 219,111 | 211,611 | 7,500 |
| Teacher - Secondary | 10 | 9.01 | 314,200 | 302,643 | 11,557 |
| Total Certified | 19 | 15.82 | 664,601 | 641,132 | 23,469 |
| Distinct Certified Employees | 17 | | | | |
| Business Manager/District Clerk | 1 | 0.92 | 35,235 | 35,235 | |
| Office Support Personnel - Building | 1 | 0.79 | 20,090 | 20,090 | |
| Custodian Supervisor | 1 | 0.19 | 5,872 | 5,872 | |
| Custodial Personnel | 4 | 0.65 | 16,611 | 16,611 | |
| Child Nutrition - Manager | 1 | 0.18 | 5,253 | 5,253 | |
| Child Nutrition - Other | 2 | 0.22 | 5,562 | 5,562 | |
| Building/Grounds Maintenance Personnel | 3 | 0.32 | 11,046 | 11,046 | |
| Instructional Assistant - Regular Education | 4 | 1.78 | 44,020 | 44,020 | |
| Instructional Assistant - Special Education | 1 | 0.51 | 13,034 | 13,034 | |
| Instructional Assistant - Title I | 1 | 0.51 | 13,034 | 13,034 | |
| Pupil Transportation - School Bus Mechanic | 1 | 0.04 | 2,800 | 2,800 | |
| Pupil Transportation - School Bus Drivers | 4 | 0.45 | 16,785 | 16,785 | |
| Other Non-Certified, Specify (Restricted) | 1 | 0.07 | 513 | 513 | |
| Child Nutrition – Food Preparation and Service | 1 | 0.18 | 4,655 | 4,655 | |
| Total Non-Certified | 26 | 6.810 | 194,510 | 194,510 | |
| Distinct Non-Certified Employees | 14 | | | | |
| Provider Totals | 45 | 22.63 | 859,111 | 835,642 | 23,469 |
| Distinct Total Employees | 31 | | | | |

- This report is a summary by activity of the All Personnel Employment Report.
- A format similar to this report will be used in the Annual Staff Statistical Staff Data publication on January 01, 2016 for each District / Charter School.



ISEE Staff Form 6 – Non District Contracted Certificated Staff (Districts only, fund source 10 - due by November 15, 2015)

| STATE OF IDAHO DEPARTMENT OF EDUCATION IDAHO BASIC EDUCATION DATA SYSTEM ISEE Data Collection - Staffing NON-DISTRICT CONTRACTED CERTIFICATED STAFF | | | | | | | | | |
|--|--|-----------------------------------|--|----------------|--|-----------------|--|-------------|--|
| 1 | | STATUS | | | | 2 | | SCHOOL YEAR | |
| | | ACTIVE | | | | | | | |
| | | INACTIVE | | | | | | | |
| | | TERMINATE | | | | | | | |
| | | CODE | | | | | | | |
| | | EFFECTIVE DATE | | | | | | | |
| | | MM | | DD | | YY | | | |
| | | | | | | | | | |
| 3 | | Idaho Staff ID (or Tax ID number) | | 4 | | DISTRICT | | 5 | |
| | | | | | | | | | |
| | | | | | | | | | |
| 6 | | PERSONAL INFORMATION | | | | | | | |
| | | NAME | | | | | | | |
| | | Last | | First | | Middle | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | EDUCATION | | HISTORY - K-12 | | History - HI ED | | | |
| | | Degree | | State | | Idaho | | Other | |
| | | Add Credits | | Out of State | | Non Public | | | |
| | | | | | | | | | |
| 7 | | CONTRACT INFORMATION | | | | | | | |
| | | CONTRACT | | | | | | | |
| | | Contract Amount | | Days | | FTE | | | |
| | | \$ | | | | | | | |
| | | CONTRACTOR FUNDING SOURCE | | | | | | | |
| | | 1ST PROGRAM | | 2ND PROGRAM | | 3RD PROGRAM | | | |
| | | Code | | Code | | Code | | | |
| | | % of FTE | | % of FTE | | % of FTE | | | |
| | | | | | | | | | |
| | | ASSIGNMENT PERFORMED | | | | | | | |
| | | Code | | Code | | Code | | | |
| | | | | | | | | | |
| | | SERVICE DESCRIPTION | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

ISEE Staff Form 6

Submit this manual form to Public School Finance to utilize ancillary staff fte.

Virtual Template: Due no later than January 09, 2016 - Districts Only.



| Idaho Department of Education | | | | | | | | | |
|---|-------------|---|------------------|--|-----------------------------|------------------------------|------------------------------|------------------------------|--|
| Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees | | | | | | | | | |
| For School Year 2015-2016 | | | | | | | | | |
| District/Charter _____ | | | | | | | | | |
| Name of Virtual School Instructor | Institution | Name of Class | ISEE Assign Code | Estimated Hours of Teacher Instruction per Class | Number of Students Enrolled | Number of Students Completed | Date Class Instruction Began | Date Class Instructed Ended* | Credits Granted Student for this Class |
| XXXXX | IDLA | Digital Photography & Communication - Sec 2 - Sep 16wk 2015 | XXXXXX | 80 | 2 | 2 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | Earth Science A - Sec 1 - Sep 16wk 2015 | XXXXXX | 80 | 2 | 2 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | English 11A - Sec 1 - Sep 16wk 2015 | XXXXXX | 80 | 3 | 3 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | Fundamentals of Health Professions - Sec 1 - Sep 16wk 2015 | XXXXXX | 80 | 2 | 2 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | Health - Sec 2 - Sep 16wk 2015 | XXXXXX | 80 | 2 | 2 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | Lifetime Fitness - Sec 2 - Sep 16wk 2015 | XXXXXX | 80 | 2 | 2 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | Speech - Sec 3 - Sep 16wk 2015 | XXXXXX | 80 | 1 | 1 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | US History 10A - Sec 1 - Sep 16wk 2015 | XXXXXX | 80 | 1 | 1 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | US History 10B - Sec 1 - Sep 16wk 2015 | XXXXXX | 80 | 1 | 1 | 9/12/2015 | 1/13/2016 | 1 |
| XXXXX | IDLA | US History 11A - Sec 2 - Sep 16wk 2015 | XXXXXX | 80 | 1 | 1 | 9/12/2015 | 1/13/2016 | 1 |
| | | | | Total | 800 | | | | |
| | | | | fte | 0.58 | | | | |
| (800 total hrs/1380 hrs) | | | | | | | | | |

Name of virtual institution's certified staff employee.

Submit this manual form to Public School Finance to utilize virtual fte.



Prior year Correction / Payment Adjustment Request

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO
STATE DEPARTMENT OF EDUCATION

Staff
Tim Hill
Deputy Superintendent
TDhill@sde.idaho.gov
Carol Piranfar
Administrative Assistant
CLPiranfar@sde.idaho.gov

Forms
2015-2016 School Calendar Forms
2014-2015 School Calendar Forms
2013-2014 School Calendar Forms

IFARMS Financial Reports Forms, Memos and Supporting Documents
Click Here to View IFARMS Forms, Memos and Supporting Documents

Manuals
Attendance Manual 2015
2003 Indirect Cost Manual
School Building Maintenance (Idaho Code 33-1019) Guidance (updated May, 2015)

Other Forms
Prior Year Correction-Payment Adjustment Request
Emergency Closure
Remote Schools Petition

Finance Homepage
Fall Enrollments
Financial Audits
Forms
2015-2016 Budget Forms and Information
2014-2015 Budget Forms and Information
2013-2014 Budget Forms and Information
2012-2013 Budget Forms and Information
ISEE Information

**Prior Year Correction /
Payment Adjustment
Request**

ISEE Prior Year Correction/Revision & Payment Adjustment Request

Today's Date:
(Note: if correction made prior to October 1st of each year, adjusted payment adjustment will be made February 15th)

District/Charter Name and Number:

School Year Revision & Payment Requested For: (Prior School Year(s))

Month(s) Corrected and Date(s) of Submission:

Regional Coordinator worked with:

Reporting Period Corrected: ☐ First Reporting Period ☐ Best 28 Weeks ☐ Both

Type of Changes: ☐ Staffing (First Reporting Period Only)
☐ Attendance/Enrollment
☐ Both

Description of problem:

Specific correction(s) made:

Copies of original payment documentation attached: ☐ Yes

Copies of documentation showing corrections attached: ☐ Yes

For Attendance these copies include: Foundation Program Worksheet, Current Year Support Unit Calculation Report, Building Level, Net Enrollment, Aggregate Attendance Detail, Best 28 Weeks, showing accepted and verified changes

I certify that the changes made to the prior year data are accurate, and now accurately reflect what our units and or staffing changes should be:

Business Manager Name & Signature:

Superintendent/Administrator Name & Signature:

www.sde.idaho.gov/site/finance_tech/forms



Data Submission Schedule

2015-2016 School Year

Data Submission Schedule

The following is the schedule for the 2015-2016 ISEE data collection and submission.

| Submission Type | Collection Period (Data) | Submission Period | Notes |
|---|--------------------------|----------------------------------|---|
| ISEE Summer Alternative 2015 v6 | 06/01/2015 – 09/11/2015 | 08/07/2015 - 09/18/2015 | |
| ISEE October 2015 v6 | 07/01/2015 - 10/02/2015 | 10/02/2015 - 10/15/2015 | |
| ISEE November 2015 v6 | 10/03/2015 - 11/06/2015 | 11/06/2015 - 11/20/2015 | |
| Last day to submit mid-term revisions for February 15, 2016 payment is Monday, December 14, 2015. Revisions, submitted after December 14, 2015 will not be reflected in the February 15 payment. | | Monday, December 14, 2015 | Revisions submitted after December 14, 2015 requires a letter of special circumstance signed by the superintendent or charter school administrator. If approved, adjustments will be reflected in the May 15 payment. |
| ISEE March 2016 v6 | 11/07/2015 - 03/04/2016 | 03/04/2016 - 03/18/2016 | |
| Last day to submit mid-term revisions for a May 15 payment adjustment is March 25, 2016. Revisions submitted after March 25, 2016 are prior year adjustments and may be considered for the February, 2017 payment. | | Friday, March 25, 2016 | <u>March 25, 2016 is the last day to submit corrections for the year.</u> Revisions submitted after March 25, 2016 are prior year adjustments and may be considered for the February, 2017 payment. |
| ISEE May 2016 v6 | 03/05/2016 – 05/06/2016 | 05/06/2016 – 05/20/2016 | |
| ISEE End Of Year 2016 v6 | 05/07/2016 - 06/17/2016 | 05/20/2016 - 06/17/2016 | No year-end staff revisions are allowed for the July payment |

Staff Data ISEE Submission - Reminders



If an employee is on your payroll, report in ISEE.

Staff demographic and staff data are entered as annualized amounts.

Experience & Education History – Update at the beginning of the year. Review prior year work history to assure the fte reported is accurate.

For example, a teacher left unexpectedly in December and did not complete the entire year. Or, a new teacher hired in March working full weeks but the number of hours worked (400) for the remainder of the year divided by 1,380 hours is less than .50 - do not count the year.

Certificated Contract & Assignments: Sum of assignment fte(s) must equal contract FTE.

Contract Rules*

1. One contract shall not exceed 1 fte.
2. Each certificated employee may have up to 3 contracts (regular, summer, evening).
3. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 fte.
4. Each contract must have corresponding certificated assignments.
5. The sum of the certificated assignment ftes must equal the contract fte.

*These rules do not apply to classified assignments.

Non-Certificated Employment: Assignment Fte = (hours per week x weeks per year) / 2080 hours. Leave the contractNo blank for classified assignments.

Certificated Staff Member Not Having the Proper Credentials: Funding may be withheld. Work with Teacher Certification to resolve these issues.

Run the staffing reports after submitting each mid-term upload: August Alternative Summer School, October & November. Staff demographics and staff assignments must be consistently reported in October and November. Be aware that the November upload overrides October data.

Review and reconcile employee data to budgeted estimates and system records: Compare the information in the reports to the actual number of employees, total fte, factored index and career ladder placement in your systems. Resolve all discrepancies as soon as possible.

Work with your HR department to assure staffing data is updated from prior year: Assure the years of experience are entered correctly and any additional degrees and credits are reported in the mid-term uploads. For the Education Allocation, the Master degree must be reported in the highest degree field or in the additional degree field.

Important: In order to advance on the career ladder in future years, the instructor must have worked at least a .50 fte and their years of experience must have increased.

Note: Only staff with active contracts and assignments as of the last Friday in September are funded. Anyone hired after the last Friday in September will not be funded. There are a few exceptions to this rule such as an unfilled advertised position. However, the district must provide documentation such as the job posting supporting such a claim and the board of trustees' minutes.



Questions ?

- **Contacts:**
- **Calculating Salary Based Apportionment**
 - **Kathryn Vincen**
 - Idaho Department of Education
 - Public School Finance
 - **208-332-6840**
 - Email – klvincen@sde.idaho.gov
 - Fax **208-334-2228**
- **LaRae Ashby – Calculating salary based apportionment**
- **Brandon Phillips - Budgeting forms and reporting**
- **Shannon Wendling - Calculating support units**
- **Pam Brewer - Calculating support units & salary based apportionment**
- **Julie Oberle - IFARMS, Funds, function/program, object and revenue codes**